

***State of Washington
Department of Transportation
Notice to Consultants
On-Call Cost Risk Assessment Subject Matter Expert Services***

The Washington State Department of Transportation (WSDOT) solicits interest from consulting firms who wish to be considered to provide Statewide On-Call Cost Risk Assessment (CRA) Subject Matter Expert Services. WSDOT may award up to thirty (30) agreements ranging in value from \$250,000.00 to \$1,000,000.00 each. Services are desired to begin February 28, 2004, and continue until February 28, 2007, at which time WSDOT may extend the contract for up to 12 additional months.

Project Description

The selected consultants will participate in a peer-level review or due diligence analysis on the scope, schedule and cost estimate for various projects to evaluate quality and completeness, including anticipated risk and uncertainty in the projected cost and schedule.

It is anticipated that reviews for each project can be accomplished in a 3-5 week timeframe, including a 1-5 day concentrated workshop. WSDOT personnel with the aid of multiple specialized consultants will lead the reviews.

Work may include the documentation of the viability of assumptions made regarding project's configuration, scope, schedule, cost estimate, character, and, through risk analysis, probabilistic assessment, the potential impact of risk events that may occur. The project may include creating reports documenting information determined or discovered.

To ensure project success, WSDOT will select firms or individuals with extensive expertise in specialty areas such as projects costing over 1 billion dollars, cost risk identification, risk management, risk analysis, cost estimating, project management, construction, training, and specialty areas such as traffic, geotechnical, bridges, structures, environmental, and tunnels.

The selected consultants will participate in a peer-level review or due diligence analysis on the scope, schedule and cost estimate for various projects to evaluate quality and completeness, including anticipated risk and uncertainty in the projected cost and schedule. The consultant may be asked to:

- Participate in cost validation or review and risk uncertainty workshops for selected projects;
- Conduct follow-up or rerun sessions as requested;
- Provide reports and presentations documenting workshops;
- Provide summary reports using workshop data; and
- Develop or implement training or workshops on subject matter expertise.

These functions are critical to WSDOT's success in delivering projects on time and on budget.

Evaluation Criteria

Pursuant to state and federal regulations, a qualifications-based selection process will be used to select a consultant for this project. The following information and criteria will be used to evaluate and rank responses:

1. Qualifications/Expertise of Firms on Team;
2. Qualifications of Proposed Project Manager;
3. Key Team Members Qualifications (Prime Consultant and Sub-Consultants);
4. Firm's Project Management System (Prime Consultant Only); and
5. References/past performances (Prime Consultant Only.)

The link to the definitions and point value for each of the proposed criteria may be found on the first page of this advertisement web site.

NOTE: It is imperative that the consultant reviews the definitions of the scoring criteria. We have included requirements and/or limitations for the information that is being requested. All scoring criteria will be rated on a scale of 0 (Low) to 20 (High.)

Submittals

Consultants are invited to submit their Statement of Qualifications at their own cost. WSDOT assumes no obligation of any kind for expenses incurred by any respondent to this solicitation. The submittal is limited to a total maximum number of twenty-five (25) sheets submitted only on single sided (single sided meaning one side only of a single sheet of paper) typed 8.5" x 11" paper (if charts and/or graphs are utilized text must be a readable size font), and with type size no smaller than 12 point.

Your Statement of Qualifications must be broken into two (2) separate packets. Your Statement of Qualifications "Packet A" must consist of:

- Your responses to scoring Criteria 1 through 4.

Your Statement of Qualifications "Packet B" must consist of:

- Your letter of transmittal;
- Your response to scoring criteria 5; and
- Your Submittal Information sheet for the prime consultant and all proposed sub-consultants.

The page limitation does not apply to the front and back covers of "Packet A" and all of "Packet B."

The Statement of Qualifications shall meet the following requirements or will be deemed non-responsive and will not be eligible for consideration of this work:

- Title of the Request for Qualifications, and your firm clearly identified on the cover of the submittal Packets "A" and "B", and the letter of transmittal;



- Statement of Qualifications broken into “Packet A” and “Packet B” as indicated above;
- Responsive to all evaluation criteria;
- Meeting page limitations and font size requirements; and
- Meeting submittal deadline submission date.

Materials submitted in response to this competitive procurement shall become the property of WSDOT and will not be returned. All submittals received will remain confidential until WSDOT and the successful Consultants sign the agreements resulting from this advertisement. All submittals are deemed public records as defined in the RCW 42.17.250 to 42.250.340.

Faxed or e-mailed submittals will not be accepted. Four (4) copies of your “Packet A” and one (1) copy of “Packet B”, whether mailed or hand-delivered, must arrive at the following address no later than 5:00 pm on Tuesday, December 23, 2003:

Mr. Michael B. Rice
Director, Consultant Services
Washington State Department of Transportation
Capital View II Building, 2nd Floor
724 Quince Street SE
Olympia, WA 98504-7323

Any questions regarding the submittal process should be directed to the Consultant Services Office, at 360-705-7104.

The department has an overall Disadvantaged Business Enterprise (DBE) Goal. The DBE goal for participation will be obtained through a combination race-neutral/race-conscience means as outlined in WSDOT’s “Disadvantaged Business Enterprise Program Plan.” The department encourages disadvantaged, minority, and women-owned consultant firms to respond.

Persons with disabilities may request this information be prepared and supplied in alternate formats by calling collect 206-389-2839. Persons with hearing impairments may call 1-800-833-6388 (Washington State Telecommunications Relay Service) and ask for 206-515-3683.

Dates of publication in the Seattle Daily Journal of Commerce: Tuesday, November 25, 2003 and Tuesday, December 2, 2003.

Submittal Due Date: Tuesday, December 23, 2003.